



South Lake Union Park

860 Terry Avenue North Seattle, WA 98109-4330

INFO: (206) 684-7254

FAX: (206) 684-4853

EMAIL: SLUevents@seattle.gov

www.cityofseattle.net/parks/reservations/slu.htm

RENTAL INFORMATION

Thanks for your interest in holding your event or meeting at South Lake Union!

Below is some information about renting this facility. For more information please call 684-7254 to schedule a tour and meeting with one of our staff.

Hours: The doors at South Lake Union Naval Reserve Building are open 8:30 a.m. through 5:30 p.m. Monday through Friday. However, we can provide staff to allow an event or meeting to be held at any time.

Rental fees / room sizes: See Rental Fees and Charges & Room Capacity sheet (goldenrod).

Equipment: **First floor** – Podium; 500 chairs; 37 five-foot round tables (seat 8-9 each);
25 six-foot banquet tables

Second floor – Podium; 75 chairs; 40 six-foot banquet tables

Set up, take down, clean up: Renters are responsible for set-up and take down of their event and for cleaning up. Rental hours must include the time needed for this.

Rental hours: Rental time must be pre-scheduled. It begins at the start of setup and ends when the last person related to the event leaves the building. Events that go beyond the scheduled time will be subject to time-and-a-half costs for room and staff charges.

Parking: The South Lake Union Park parking lot is a public lot with a 2-hour limit. We can provide you with a temporary permit that you may photocopy for your event participants to allow them to park beyond the 2-hour limit

Music and public address systems: Because there are functioning offices in the building, using music and/or public address systems between the hours of 7:30 a.m. and 5:30 p.m. Monday through Friday must be reviewed by Parks on a case-by-case basis.

No smoking is allowed indoors.

Handicap Access: The second floor of the Naval Reserve Building is not handicapped accessible.

Applying for a rental: Please fill out a *South Lake Union Complex Application for Rental* and submit by mail or fax using the contact info at the top of this page. During working hours, you can also drop it off at the Event Scheduling office in room 134. Please call the contact number above for more information or to schedule a tour.

Deposit, Payment and Refund: A \$500 deposit is needed to reserve a time and date. Full payment is due 14 days prior to the event. Deposits will be 90% refunded if cancellation is made more than 60 days prior to the event. Deposits will be 50% refunded if cancellation is made 30 to 60 days prior. Cancellations less than 30 days prior are non-refundable.

Insurance: Most events must have either \$1 million or \$2 million liability coverage. Groups needing to purchase this may be able to do so by accessing www.eventinsure.com